

VILLAGE OF BALD HEAD ISLAND VILLAGE COUNCIL RETREAT

Agenda

January 22, 2007, at 8:00 a.m.

January 23, 2007, at 8:00 a.m.

Location: Litchfield Plantation
Kings River Road
Pawleys Island, SC 29585

- 1. Call to Order** **Mayor Lammert**
Mayor Lammert called the 2007 Council Retreat to order at 8:15 a.m. on January 22, 2007.
- 2. Approval of Agenda**
Councilor Douglas made a motion to approve the 2007 Council Retreat Agenda. In a voice vote, all voted in favor. **(Motion carried 5-0)**
- 3. Establish the 2007 Village Council Meeting Schedule/Meeting Content**
The Village Council reviewed the proposed 2007 Village Council Meeting Schedule. After a short discussion regarding the possible dates that each Councilor may not be available for attendance, it was the consensus of the Village Council to accept the proposed 2007 Council Meeting Schedule.
- 4. Long Range Plan**
 - 4.1 2006 Accomplishments of the Long Range Plan
 - 4.2 Long Range Plan Goals Pending Implementation/Assignments
The Village Council reviewed the following twelve (12) goals of the Long Range Plan:
GOAL #1
THE VILLAGE SHALL PROVIDE AID AND ANALYSIS IN THE IMPLEMENTATION OF THE BALD HEAD ISLAND LIMITED TRANSPORTATION PLAN COMMENSURATE WITH THE INTERESTS AND NEEDS OF ALL ISLAND TAXPAYERS IN THE FOLLOWING AREAS:
 - Baggage handling
 - Mainland parking
 - On-island parking at the ferry terminal
 - Increased barge service during peak periods
 - Expanded ferry service during mid-day and night hoursIt was the consensus of the Village Council that the Transportation Committee has reviewed this goal. The Council agreed to mark goal one (1) as a completed item of the Long Range Plan.

GOAL #2

THE VILLAGE SHALL DEVELOP AN INTRA-ISLAND TRANSPORTATION SYSTEM REFLECTING RECOMMENDATIONS FROM THE VILLAGE TRANSPORTATION COMMITTEE AND WITH THE ASSISTANCE, COOPERATION AND RECOMMENDATIONS OF BALD HEAD ISLAND LIMITED.

It was the consensus of the Village Council that the Transportation Committee has discussed this goal and made recommendations to the Village Council of which will be further reviewed by the Council in the future when the demand for an intra-island transportation system is more apparent. The Village Council agreed to mark goal two (2) as a completed item.

GOAL # 3

THE VILLAGE SHALL, IN COLLABORATION WITH APPROPRIATE ISLAND ENTITIES, STUDY AND IDENTIFY SOLUTIONS TO PROBLEMS ARISING OUT OF ANTICIPATED POPULATION GROWTH OVER THE NEXT 3-5 YEARS. THESE INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING ISSUES:

- SPEED LIMITS IN CONGESTED AREAS
- PARKING LIMITATIONS IN CONGESTED AREAS
- EDUCATIONAL PROGRAMS RELATED TO ROAD AND PARKING SAFETY.

It was the consensus of the Village Council that this goal has been left in the hands of the Public Safety Committee for on going consideration.

GOAL #4

THE VILLAGE SHALL DEVELOP A CONTINGENCY PLAN WITH THE BALD HEAD ISLAND CLUB AND BALD HEAD ISLAND LIMITED, WHICH WILL ADDRESS THE CONTINUED OPERATION OF THE MARINA IN THE EVENT OF A CATASTROPHIC EVENT TO WHICH THE LESSEES ARE UNABLE TO EFFECTIVELY RESPOND.

It was the consensus of the Village Council to concentrate on goal four (4) after more pressing issues with the Bald Head Island Club has been resolved.

GOAL #5

THE VILLAGE, IN CONJUNCTION WITH BALD HEAD ISLAND LIMITED, SHALL CREATE A COMMERCIAL ARCHITECTURAL REVIEW PROCESS.

Mayor Pro Tempore Sayre reported that he has met with Ms. Fulton and Mr. Henry on this issue. The meeting resulted in the decision that the Village and the Developer will continue to work together on this goal. Ms. Fulton reported that she continually presses the issue of setting some type of commercial guidelines with the Developer. It was the consensus of the Village Council to keep this goal as open and assign it Mr. McCall and the Planning Board for further direction.

GOAL #6

THE VILLAGE SHALL ASSESS THE SERVICES NEEDED FOR A GROWING ISLAND COMMUNITY.

Mayor Lammert advised that the Finance Committee will continue to work on this goal and explore the services needed for the Island residents and guests and work to gain these services on the Island.

GOAL #7

THE VILLAGE SHALL DEVELOP A CONTINGENCY PLAN TO BE IMPLEMENTED IN THE EVENT OF AN EXTENSIVE FOREST FIRE. THE PLAN SHOULD INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING AREAS:

- CONDUCT A SURVEY OF ON-ISLAND CONSTRUCTION EQUIPMENT APPROPRIATE IN CONTROLLING, CONTAINING AND ELIMINATING FOREST FIRES.
- ASSESS THE ACCESSIBILITY TO OFF-ISLAND FOREST SERVICE EQUIPMENT AND PERSONNEL.
- EXPLORE ALTERNATIVES TO THE BARGE AS A MEANS OF ACCESSING THE ISLAND WITH OFF-ISLAND EQUIPMENT AND PERSONNEL.

It was the consensus of the Village Council to leave this goal in the hands of Chief Munna and the Public Safety Committee for further review.

GOAL #8

THE VILLAGE SHALL DEVELOP CONTINGENCY PLANS WHICH ADDRESS BUT ARE NOT LIMITED TO THE FOLLOWING AREAS:

- LOSS OF ISLAND-WIDE ELECTRICAL SERVICE
- LOSS OF ISLAND-WIDE POTABLE WATER
- CONTAGIOUS DISEASE OUTBREAK

It was the consensus of the Council that this goal falls within the same realms of goal 7 and therefore will be left in the hands of the Public Safety Committee.

GOAL #9

THE VILLAGE SHALL PERIODICALLY SURVEY THE ISLAND PROPERTY OWNERS AS TO THEIR FUTURE BUILDING PLANS WHICH COULD IMPACT VILLAGE SERVICES.

Mayor Lammert advised that this goal will be discussed further during a later part of the meeting.

GOAL #10

THE VILLAGE SHALL COMBINE ALL MITIGATION AND CONTINGENCY PLANS AND REVIEW THE TOPICS AND CONTENTS OF THOSE PLANS ON AN ANNUAL BASIS.

It was the consensus of the Village Council that this goal is on going and will continue to be looked into on a yearly basis by the Village during the review of the Emergency Mitigation Plan.

GOAL #11

THE VILLAGE COUNCIL SHALL APPOINT A SPECIAL TASK FORCE, TO INCLUDE A COUNCIL MEMBER AND REPRESENTATIVES FROM THE BALD HEAD ASSOCIATION, THE STAGE II ASSOCIATION AND ANY OTHER APPROPRIATE GROUP. THIS TASK FORCE SHALL SUPPORT THE CONSERVANCY IN CREATING A "STEWARDSHIP PLAN" FOR THE ISLAND WHICH WILL INSURE A BALANCE BETWEEN HUMAN NEEDS AND THE NATURAL HABITAT AND ENVIRONMENT OF THE ISLAND.

GOAL #12

THE VILLAGE SHALL SUPPORT THE EFFORTS OF BALD HEAD ISLAND LIMITED, THE APPROPRIATE ASSOCIATIONS, THE CONSERVANCY AND INDIVIDUAL POOPERTY OWNERS IN THE ESTABLISHMENT OF AN ISLAND-WIDE FOOT PATH SYSTEM FOR THE BENEFIT OF THE COMMUNITY.

Mayor Lammert advised that the Bald Head Island Conservancy has already begun work on both goals and a group of the Island Managers has been formed to better as well as the group of Island Leaders.

Ms. Fulton asked the Village Council to reconsider their decision to on naming goal #2 as complete. She advised that as the Island grows, the need for an Intra-Island Transportation will also grow. Councilor Douglas suggested as leaving as one of the goals, pending the completion of the reconstruction of the marina, but not as a top priority for 2007.

5. Discussion of the Village Long Range Relationships with the Island Entities

- **Bald Head Association**
- **Bald Head Island Conservancy**
- **Bald Head Island Club**
- **Bald Head Island Lighthouse**
- **Bald Head Island Limited**

Mayor Pro Tempore Sayre commented that the Old Baldy Foundation should take the lead role with the historical sites/development on the Island. Councilor Douglas agreed commenting that the Village could be on the stand by to assist with funding if needed but agrees that it should not be left up to the Village contract and fund these projects. Mayor Pro Tempore Sayre suggested the Village Council pass a resolution naming the Old Bald Foundation the leaders of historical projects.

Mayor Lammert advised that the Bald Head Island Conservancy has spent a large amount of time working with the Village on certain projects. Mayor Lammert asked of the Council's feelings regarding contributing funds to the Conservancy. Mayor Pro Tempore Sayre commented that he feels that contributing taxpayers funds to nonprofit organizations would be double dipping the taxpayers. It was the consensus of the Village Council to continue to handle funds to the Conservancy on a project by project basis.

Mayor Lammert advised that the Village has ongoing projects with the Bald Head Island Club such as stormwater and lagoon issues that will continue to be ironed out. Mayor Lammert mentioned the meeting with the Bald Head Club Board of Directors that was scheduled for January 25th.

Ms. Fulton advised that there is an entire list of things that involve Bald Head Island Limited and the Village. She advised that communication is the most important tool within the relationship. Ms. Fulton commented that the lines of communication should be kept open and issues discussed as they come before the two (2) entities.

6. Discussion of the Needs Assessment Plan/Visioning/5 Year Capital Plan

Mr. Peck explained that the Village Department Heads were invited to inform the Council of their departments future projected needs. He advised that each department has put a substantial amount of work into this presentation and welcomed all staff.

6.1 Planning—*Chris McCall*

Mr. McCall reviewed the projected anticipated future growth of the Island and explained how he came up with the projected numbers. Mr. McCall explained that the future needs of the Planning Department basically consist of facility needs. He advised that private office space is a necessity for the Department. He added that extra space for GIS equipment and a plotter/printer is also needed.

6.2 Building Inspections—*Stephen Boyett*

Mr. Boyett reviewed the amount of growth that has occurred on the Island through permitting during the past three (3) years. He advised that the future needs of the Inspection Department include private office space for the department, as well as a separate entrance away from Village Hall for the contractors. Mr. Boyett further advised that more storage space is needed and a shared area with the Planning Department would be beneficial.

6.3 Administration—*Calvin Peck*

Mr. Peck explained that as the Island grows, so will the work load within the Administration Department of the Village therefore increasing the number of staff needed to provide adequate services to the residents and citizens. He emphasized that the immediate needs of the Village consist of an expansion of Village Hall. The current space at Village Hall is utilized to its maximum capacity. He advised that the addition to Village Hall needs to be designed to support current and future staff, equipment/storage needs and visitor/meeting rooms. There was further explanation of software upgrades that are needed in the near future as well as office supplies and equipment as the Village continues to expand services.

6.4 Fire/Ems—*Chip Munna*

Chief Munna concentrated on the need for a new primary Fire House of which would include a training facility to accommodate up to fifty (50) people, additional bays, four (4) bunk rooms, medical treatment facility and a hurricane command center. He also touched on the need for additional bays at the Middle Island Fire Station as well as the future need for additional staffing and equipment.

6.5 Police—*Richard Herring*

Chief Herring advised that the needs of the Police Department include an area for additional storage either on or off site, an additional person for the barge duties and an additional vehicle for the proposed barge staff.

6.6 Public Works—*Ben Liddle*

Mr. Liddle reported that the immediate needs of the Public Works Department consist of a warehouse facility either on or off Island for the utilization of all Village Departments for stock items and storage space. He commented that the Village Mechanic needs a facility with bay and a lift station. He advised that additional property for stocking gravel, sand fence, mulch and other similar items is also needed. Mr. Liddle added that with additional residents and guests on the Island, there will be needs for additional staffing and equipment.

6.7 Utilities—*Ken Bowling*

Mr. Bowling shared with the Council his Department's need for a possible shared warehouse and training facility with the Public Works Department, roof repairs to the existing structure, vehicle and heavy equipment shelter and an infrastructure engineering assessment for the Utilities Department. Mr. Bowling touched on the future needs of additional personnel and equipment and system upgrades.

At this time the Village Council and Staff recessed for lunch at 12:15 p.m.

The meeting reconvened at 1:15 p.m.

7. Prioritize and Review the Village Short-term and Long-term needs

There was Council/Staff discussion regarding the facility needs of the Village Departments. It was the consensus of the Village Council to move forward with the beginning stages of a shared utility shed.

There was debate regarding the Village Hall assembly room. It was the consensus of the Village Council to keep the assembly room at the Village Hall but move forward with finding a different architect to design the expansion of the Village Hall using the space already available.

The top immediate priorities of Village facilities lie with the Utilities Department, the Public Works Department and the Village Hall.

The long term needs of the Village consist of warehouse storage either on or off of the Island as well as having all paper documents in digital format so the space needed for storage will not be as great.

8. Closed Session

- **Update regarding on-going legal issues**
- **Personnel**

At this time, the Village Council took a short recess and then entered into closed session with a motion from Dr. Douglas. The closed session began at 3:15 p.m.

The open meeting reconvened at 4:53 p.m. on a motion made Councilor Pitera.

Mayor Lammert entertained a motion to adjourn the first day of the Council Retreat. Councilor Douglas made a motion to adjourn for the day. In a voice vote, all voted in favor. (**Motion carried 5-0**) The time was 4:53 p.m. Mayor Lammert announced that the Retreat will reconvene at 8:00 a.m. on Tuesday morning.

Mayor Lammert called the second day of the Council Retreat to order at 8:03 a.m.

9. Discussion of Shoreline Stabilization for the future of Bald Head Island

Mayor Lammert reviewed the timeline of construction for an engineered beach restoration project. The Village Council discussed the coring of Jay Bird Shoals for beach quality sand and the possibility of piggy backing off the Oak Island Sand

Placement Project of which is scheduled for 2009. Mayor Lammert advised that he would talk with Mayor Simmons in regard to the 2009 project.

The Village Council discussed methods of funding a private sand placement project. The options of funding were property owner assessments or tax increases. The discussion continued in regard to the harbor groins and the jetty extension. It was determined by the Village Council that the major effort/concentration for the next couple of years will be the private sand placement project.

At this time the Village Council took a short recess.

10. Discussion of Village Policy Issues

- **Structures**
- **Roads**
- **Sidewalks**
- **Other Issues**

The Village Council discussed the need to include sidewalks and bulkheads in the PUD ordinance. Mayor Pro Tempore suggested inventorying all bulk heads on the Island to determine the ones that are on Village Right-of-Ways.

Mayor Lammert suggested the road acceptance standards need to include provisions for drainage and stormwater. It was the consensus of the Village Council to direct Staff to bring forth revision to the Village Ordinances that will include acceptance standards for sidewalks and bulkheads.

11. Discussion of the Councils position on the NC International Port

It was the consensus of the Village Council to have George House draft a letter to the NC International Ports Authority with the Village Council view in regard to the proposed International Port of Southport. Mr. House will have the letter ready for Council review at the February meeting.

12 Discussion of the Village method for Selection of Mayor (NCGS 160A-101)

Mayor Lammert explained that he is bringing this topic forward to get the Council's thoughts on the Village's method of election of Mayor. Mayor Pro Tempore Sayre commented that one (1) of the reasons the Village went with this form of Government, was the few people that were interested in running for the Village Council. It was the consensus of the Village Council to leave the selection of Mayor process as it is currently.

13. Establish Council Priorities for 2007-2008

The following were determined as the top priorities for the Village Council for 2007.

1. Shoreline Stabilization

- A. Engineered Beach Restoration Project
 - Funding
 - Timeline

- B. Channel Maintenance (SMP):
 - Placement Quantity
 - Monitoring Survey
- C. Geodynamic Survey:
 - Update
- D. Marina Jetty Extension
 - Permitting
 - Funding

Status update: awaiting permit
- E. Beach Plantings (annual):
- F. Creek Channel Maintenance
 - Monitoring
 - Permitting
- G. NC International Port:
 - Communications
- H. 50 Year Shore Protection Plan:
 - Funding for Study
- I. External Relations
 - Brunswick Beaches Consortium (BBC)
 - Dredge Material Management Plan (DMMP)
 - NC Beaches Inlets and Waterways Association (NCBIWAY)
 - US Army Corps of Engineers (USACOE)
 - Division of Coastal Management (DCM)
 - NC State Ports Authority (NCSPA)
 - State, Federal and Elected Officials

2. Stormwater Management

- A. Conversion of Lagoon 3 to Stormwater
 - Connection with Lagoon 17
 - Placement of Permanent Pump
 - Connection to Irrigation Pipe
 - Establish Operating Protocol
- B. Management of Localized Stormwater Retention
 - Acquisition of necessary easements
 - Pumps/Mains
 - Culverts
 - Swales
- C. Review Stormwater Ordinance:
- D. Citizen Education
 - Monthly Update via Island Report:

3. Utility Department

- A. Conversion to Village Operating Procedures
- B. Extension of Main Lines to Middle Island
 - Funding
 - Construction
 - Cooperation of other Island Entities

- C. Establish the Utility Committee
- D. Finalize Lagoon Agreement with Club and Association
- E. Update status on Insurance:

4. Village Facilities

- A. Public Works
 - Expansion
 - Grounds Maintenance
 - Recycle Center
 - Consultant
- B. Village Hall Expansion
 - New architect
 - Parking Availability
 - Electronic Data Storage
- C. Centralized Fire Department
 - Land Acquisition
- D. Historical Site Development
 - Support Old Baldy

5. Wildlife Management

- A. Deer Herd Management
 - Infrared Study
 - Status update: Complete
 - Conservancy Deer Count Study
 - Wildlife Resources Commission (WRC) Permit
 - Education:
 - Support New Conservancy Study Efforts
- B. Alligator Management

6. Harbor/Marina Development

- A. Marina Concept Plan Subdivision
 - Timber Bridge
 - Road Realignment
- B. Acceptance of Harbor Village Streets
- C. Groinfield Maintenance Investigation
- D. Beach Access Acceptance
 - Gazebo
- E. Marina Ownership
 - Investigate Ownership Leases
 - Discussion with the Club:

7. Commercial Design Guidelines

- A. Work with Bald Head Island Limited to Develop Design Guidelines
- B. Establish Ordinance or Private Deed Restrictions
- C. Public Hearing
- D. Commercial Property Association to Administer Design Guidelines

8. Environmental Management

- A. Median Maintenance
 - Live oaks on North Bald Head Wynd
 - SBHW: duplicate current design from Club to Laughing Gull Trail

- B. Beach Vitex
- C. Forest Management

9. Internal Combustion Engine (ICE) Ordinance

- A. Review Court of Appeals Ruling
- B. Review ICE Ordinance
- C. Update ICE Ordinance

10. Transportation/Parking

- A. Security Requirements for K-boat Operation
- B. Deep Point
- C. Intra-Island Transportation
- D. On/Off Island Parking
 - Work with Association to Determine Parking Locations

14. Village Committees

14.1 Appointment/Re-appointment of Committee Members

It was the consensus of the Village Council to address the committee member vacancies at the February Council Meeting.

14.2 Appointment of Committee Chairpersons

The Village Council reviewed the current committee chairpersons and decided that the current chairpersons are doing an excellent job. The chairs of each committee should stay as currently

14.3 Discussion of Committee Meeting Schedules

Mayor Pro Tempore Sayre asked if it is necessary for the committees to meet on a monthly basis versus an as needed basis. It was the consensus of the Village Council that the committees of the Village need to meet on a monthly schedule but if there are no items for discussion then the meeting should be canceled at the discretion of the Committee Chairperson.

14.4 Charge of Committee Responsibilities

The Village Council reviewed the 2006 committee charges and discussed the responsibilities that the committees need to concentrate on for 2007. The following are the 2007 committee charges:

Beach Committee:

- Continue beach monitoring; identify “hot spots,” etc.
- Review proposed Village acceptance of beach accesses prior to Council consideration; provide recommendations; prepare policy for future access acceptance; monitor program
- Consider appropriate signage for beach accesses; recommend facilities to be provided, if needed
- Monitor bulletins, warnings, rescue rings and Beach Vitex
- Continue monitoring beach vegetation needs; make recommendations
- Fertilization Program as per David Nash
- Chair to attend meetings on related issues (i.e., Beach Consortium, etc.)

Finance Committee:

- Continue to work on update of Five-year Financial Plan and fund balance report; prepare report for Council consideration by March of each year
- Continue effort to identify additional revenue sources
- Give recommendation of tax rate to be used based on new valuations
- Assess the services needed for a growing Island Community

Public Safety Committee:

- Study and identify solutions to problems arising out of anticipated population growth over the next 3-5 years to include speed limits in congested areas, parking limitations in congested areas, educational programs related to road and parking safety.
- Develop a contingency plan to be implemented in the event of an extensive forest fire to include an on island survey of on-island construction equipment appropriate in controlling, containing and eliminating forest fires, an assessment of the accessibility to off-island forest service equipment and personnel and explore alternatives to the barge as a means of accessing the island with off island equipment and personnel
- The Village shall develop contingency plans which address but are no limited to loss of island-wide electrical service, loss of island-wide potable water and contagious disease outbreak.
- Work with the Police and Fire Departments to better understand public safety issues of which each Department considers important

Public Works Committee:

- Update five-year paving and road maintenance plan; recommend paving of roads
- Identify and implement median improvements
- Develop standards for the maintenance of sidewalks, bulkheads and bridges
- Review the road acceptance standards in regard to drainage issues

Transportation Committee:

- Review current tram service; recommendations for changes to include service for every boat
- Review possibility to increase ferry service
- Provide aid and analysis in the implementation of the Bald Head Island Limited Transportation Plan commensurate with the interests and needs of all Island taxpayers in the areas of baggage handling, mainland parking, on-island parking at the ferry terminal, increased barge service during peak periods and expanded ferry service during the mid-day and night hours.
- Develop an intra-island transportation system with the assistance, cooperation and recommendation of Bald Head Island Limited.

14.5 Appointment of Council Liaisons and Alternates

The Village Council decided they were happy with each committee that the serve on as a liaison therefore the Village Council Committee Liaisons remained the same.

14.6 Discussion of the Community Watch Program

Councilor Morris asked about Council's feelings regarding what they think the responsibilities of the Community Watch Program are. The Village Council determined

that the Community Watch Program is responsible for looking out for the residents and property owners and to ensure that their life on Bald Head is kept safe.

15. Summary of the Retreat and Other Comments

Mayor Lammert commented that he feels the Council Retreat has been a success and really enjoyed having the Department Heads come and present the future needs of the Village. He thanked the Council, Mr. Peck and Ms. Fulton for their participation and Ms. Candler for taking care of all the arrangements.

The remainder of the Council echoed Mayor Lammert's comments.

16. Adjournment

With no additional items for discussion, Mayor Lammert entertained a motion to adjourn the 2007 Council Retreat. Councilor Pitera made a motion to adjourn. In a voice vote, all voted in favor. **(Motion carried 5-0)**

The 2007 Council Retreat adjourned at 1:35 p.m.